



DO YOUR HOMEWORK:
***Tips on Planning a Successful
 Home Construction Project***

1. Get written detailed bids from three contractors. Compare the bids and ask questions. Don't assume that the lowest bid is the best deal.
2. Verify that the contractor's license is active and check the complaint history at **hirealicensedcontractor.com** or call 503-378-4621.
3. Ask for, and check references. Look at other jobs the contractor has completed recently.
4. Verify who will be responsible for securing the necessary permits.
5. Agree in advance to a payment schedule, don't pay for everything up front.

ABOUT US

The Community Development Department is responsible for economic development, land use planning, zoning administration, building inspection, and historic preservation. The Department provides staff support to the Planning Commission (APC), the Historic Landmarks Commission (HLC), the Design Review Committee (DRC), and the Traffic Safety Advisory Committee (TSC).

The Department administers both the City Comprehensive Plan and the Development Code. The Department also administers the City's Building Inspection Program.

For further information please visit our website at **www.astoria.or.us**.

HOW TO CONTACT US

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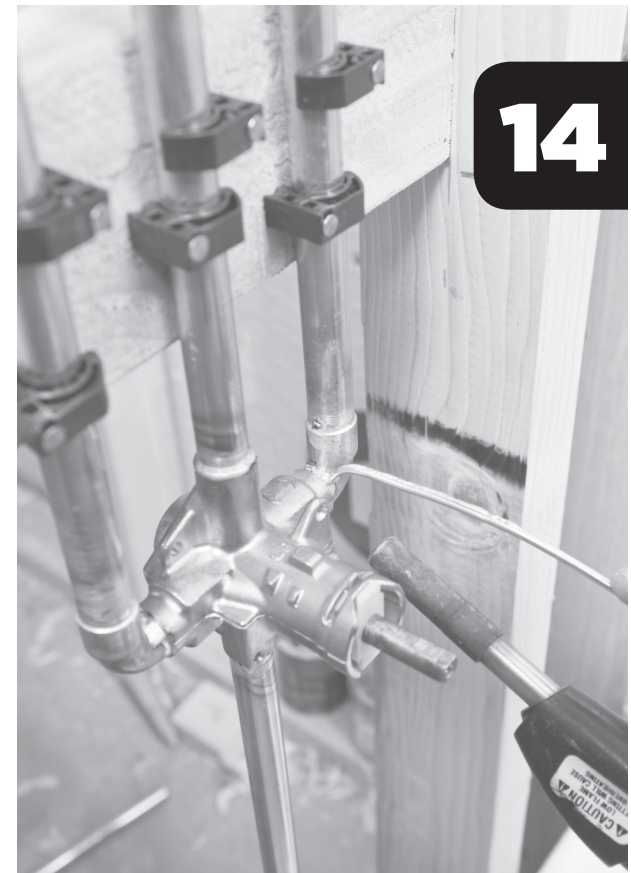
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CITY OF ASTORIA
 Founded 1811 • Incorporated 1856

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**Do I Need a
 Plumbing
 Permit?**

www.astoria.or.us

COMMON QUESTIONS AND KEY INFORMATION REGARDING PLUMBING PERMITS

WHEN DO I NEED A PLUMBING PERMIT?

A plumbing permit is required when you:

- Replace any water heater or type of underground piping.
- Alter or repair any piping inside a wall, ceiling, or beneath a floor.
- Install a plumbing fixture where one did not exist previously.
- Make an emergency repair or alteration on any section of pipe 5 feet or longer.

WHAT CAN I DO WITHOUT A PLUMBING PERMIT?

A plumbing permit is not required when you:

- Repair or replace a sink, toilet, or faucet not concealed in the wall.
- Replace or repair countertops, shower heads, rain gutters, or downspouts.
- Resurface shower walls or re-grout tile.
- Add to or alter an irrigation system with an existing approved backflow device.
- Install a water filter.
- Replace a hose bib.
- Install a water feature or exterior hot tub that is filled by a hose.
- Install new piping less than 5 feet in length that is not concealed.

If you are not sure if you need a permit, contact the Building Division at **503-325-1004**.

WHERE DO I GET A PLUMBING PERMIT?

Within the City limits of Astoria, building permits are issued at City Hall: 1095 Duane Street, Astoria OR 97103, **503-325-1004**. You may also obtain a building permit application online (www.astoria.or.us).

HOW DO I GET A PLUMBING PERMIT?

- Complete and submit the permit application.
- Pay the permit fee.
- Receive your permit – A permit will be issued in the name of the person performing the work and the work can begin once the permit has been issued.

WHAT INFORMATION WILL I NEED TO GET A PLUMBING PERMIT?

- Address and possibly a legal description of the property.
- A description of the work proposed.
- The owner's name, address, e-mail address, and phone number.
- If a contractor is doing the work, the contractor's name, address, phone number, and state license number.
- You will need two complete sets of plans for complex installations. (rare)

WHO MUST REVIEW MY PROJECT?

The Plan Reviewer will review your plans to ensure the proposed project meets the requirements of the current Oregon Specialty Codes. In addition, other City Departments may also review your

plans to ensure your project meets applicable planning and engineering requirements.

HOW DO I GET AN INSPECTION?

Call the Building Division's request line at **503-325-1004**. Have all the details (permit number, project address, phone number, contractor name, and type of inspection requested) available. If the work was done inside, an adult needs to be at the site for the inspection.

